AGENDA ITEM PROCESS

- Agenda coversheets are available on the Internal Website. **ALL ITEMS NEED TO HAVE AGENDA ITEM REGUEST FORM COMPLETED BY YOUR DEPARTMENT.**
- Agenda items with all supporting documentation are to be emailed to **BOS.Clerk**". (A single electronic file (Word, Excel) can be submitted without scanning and documents scanned as PDF will be accepted when the electronic version isn't available. Send the documents in the order that you want them to be presented to the board. **The Clerk can combine the word documents for you into one PDF.**
- The emailed file (not subject line) should be named as follows:
    - Department (Abbreviate dept name to 5 characters or less, i.e. Finan)
    - Date of meeting (Month and day only, i.e. 2-06)
    - Keyword(s) from item (Limit 15 characters, i.e. computers or money)
    - Example of named file: Finan 2-06 computers.pdf
- If the document is revised, re-email it to "**BOS.Clerk**" with the same file name. **Indicating that the item has been revised. Any revisions need to be made by 12:00 Noon on Tuesday.**
- The deadline is **12:00 NOON the Tuesday** before the BOS meeting.
- Consent agenda items will be handled the same way. Follow the procedure outlined above emailing it to "**BOS.Clerk**"
- You can view the documents at \\Svrdocument3\agendaitems.
- Please bring the required number of original contracts/agreements/task orders, etc. to the Clerk of the Board **no later than 12:00 NOON the Tuesday before the BOS meeting** so they can all be provided to legal counsel for signature and then attached to the file for the chairman's signature after board action.
- **Place holders WILL NOT be accepted at 12:00 Noon on Tuesday. This is the hard deadline. Any items that are not in by 12:00 Noon on Tuesday will need the County Manager's signature.**